

Department of Consumer and Regulatory Affairs

FY 2002 Proposed Operating Budget:	\$29,105,397
FY 2002 Proposed Capital Budget:	\$2,250,000
FY 2002–FY 2007 Proposed Capital Improvements Plan:	\$7,750,000

The Department of Consumer and Regulatory Affairs protects the health, safety, and welfare of District residents through the regulatory and compliance process of business activities, occupational and professional services, land and building use, and rental housing condominium conversion.

The FY 2002 proposed operating budget is \$29,105,397, an increase of \$1,092,832, or 3.9 percent, over the FY 2001 approved budget.

Budget Summary

The proposed FY 2002 operating budget for the Department of Consumer and Regulatory Affairs (DCRA) is \$29,105,397, an increase of \$1,092,832, or 3.9 percent, (table CR0-1) over the FY 2001 approved budget of \$28,012,565. The increase in funding will support placing DCRA forms and regulations online and computerizing permit and license records. The FY 2002 funding level includes \$2,025,000 associated with Industrial Revenue Bond (IRB) funds, and will support 376 full-time equivalent (FTE) positions, a decrease of 27 FTEs from the FY 2001 approved level (table CR0-2). Of the decrease, 21 FTEs were associated with the FY 2001 cost-saving initiatives. In addition, 6 FTEs were eliminated as a result of agency initiatives identified for FY 2002. The FY 2002 budget includes a \$45,751 decrease in fixed costs due to management reform savings. In FY 2002, DCRA will receive 90 percent of its funding from local sources, 8.3 percent from other O-type sources, and 1.7 percent from intra-District sources.

Strategic Issues

- Ensure compliance with codes that protect the public's health, safety, and welfare.
- Improve the process for issuing business licenses and building permits.
- Partner with other agencies, including the Department of Public Works, the Office of Planning, and the Department of Health to provide one-stop service to customers seeking permits and licenses that require approval from several agencies.

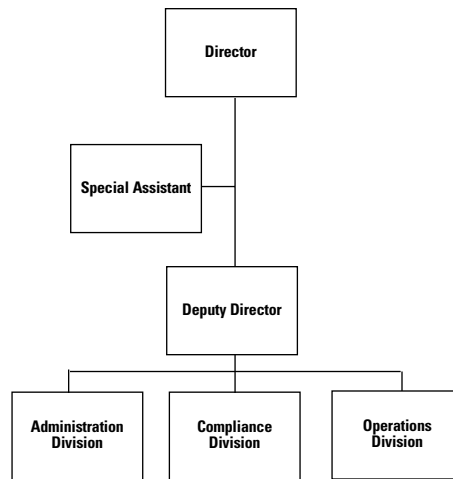
The proposed FY 2002 capital budget is \$2,250,000.

FY 2002 Initiatives

- Expand e-commerce permit and licensing approvals over the Internet and make available a listing of all building permit applications by ward on its Web site.
- Develop an educational program for the implementation of the new Master Business License Program.
- Assess the possibility of privatizing the building permit and regulatory inspection processes. DCRA will also create and distribute "How to Do Business in DC" brochures.

Figure CR0-1

Department of Consumer and Regulatory Affairs



Agency Background

DCRA is a District Government regulatory agency created in 1983 pursuant to the Reorganization Plan No. 1 of 1983, effective March 31, 1983. The agency functions as a cornerstone of business and economic development by regulating enforcement programs associated with business activities, such as land and building use, construction safety, historic preservation, rental housing and real estate, alcoholic beverage control, and occupational and professional conduct within the District. DCRA takes legal action against businesses and individuals who violate District laws and also works to prevent the occurrence of illegal, deceptive, and unfair trade practices through education and public awareness programs.

It should be noted that beginning in FY 2002, the alcoholic beverage and control regulatory and enforcement programs will be regulated in the newly established agency titled the Alcoholic Beverage Regulatory Administration (ABRA). Program activities associated with alcoholic beverages, previously administered by DCRA, will be the responsibility of ABRA.

Programs

DCRA (figure CR0-1) touches the lives and welfare of every resident, business, or visitor in the

District of Columbia in some way. Through licensing, inspection, compliance, and enforcement programs for example, DCRA ensures the health, safety, and economic welfare of District residents.

Within **Operations**, DCRA issues licenses and permits to individuals and for building and land uses. The Occupational Professional Licensing Administration (OPLA) regulates the practice of approximately 72,000 individuals in professions and trades as varied as plumbers, accountants, and real estate agents. Working through 27 regulatory boards, for which it provides support, OPLA processes applications, administers examinations, issues licenses, and maintains the District's official licensure records. In FY 2002, the DCRA will expand the program for issuing examinations for professional licenses through its Professional Licensing Unit.

The **Building and Land Regulation Administration** (BLRA) regulates all building and land use within the District of Columbia to ensure safety and conformity to local and federal laws. It also examines and approves building plans to ensure compliance with life safety codes, approves proposed land use, and conducts inspections to ensure that buildings and structures are constructed according to approved plans. The administration manages permit processing, build-

Table CR0-1

FY 2002 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

Department of Consumer and Regulatory Affairs

	Actual FY 2000	Approved FY 2001	Proposed FY 2002	Change from FY 2001
Regular Pay - Cont Full Time	14,468	16,260	15,670	-590
Regular Pay - Other	309	305	290	-15
Additional Gross Pay	1,707	577	622	45
Fringe Benefits	2,663	2,733	2,537	-196
Unknown Payroll Postings	-32	0	0	0
<i>Subtotal Personal Services (PS)</i>	<i>19,114</i>	<i>19,875</i>	<i>19,119</i>	<i>-756</i>
Supplies and Materials	472	539	230	-308
Communications	348	327	291	-36
Rentals - Land and Structures	3,539	2,724	3,435	712
Security Services	0	0	60	60
Other Services and Charges	1,070	1,261	2,329	1,069
Contractual Services	2,824	3,087	3,458	371
Equipment and Equipment Rental	249	200	181	-19
<i>Subtotal Nonpersonal Services (NPS)</i>	<i>8,501</i>	<i>8,137</i>	<i>9,986</i>	<i>1,849</i>
Total Proposed Operating Budget	27,616	28,013	29,105	1,093

Table CR0-2

FY 2002 Full-Time Equivalent Employment LevelsDepartment of Consumer and Regulatory Affairs

	Actual FY 2000	Approved FY 2001	Proposed FY 2002	Change from FY 2001
Continuing full time	321	390	367	-23
Term full time	19	13	9	-4
Total FTEs	340	403	376	(27)

ing inspection, and zoning programs covering new construction, alterations, repairs, and use. It also administers local and federal historic preservation programs in conjunction with the State Historic Preservation Review Board.

Within **Compliance**, DCRA enforces compliance with District laws and regulations that protect the public's health, safety, and welfare. It inves-

tigates allegations of licensing violations and other illegal trade practices, monitors the condition of the District's housing stock, and in general, addresses issues that pertain to the preservation of District neighborhoods. The department is also responsible for ensuring that those engaged in various occupations, professions, and general business activities operate in compliance with approved

Table CR0-3

Capital Improvement Plan, FY 2000–FY 2007

(Dollars in Thousands)

Department of Consumer and Regulatory Affairs

Cost Elements	EXPENDITURE SCHEDULE										
	Through FY 2000	Budgeted FY 2001	Total	Year 1 FY 2002	Year 2 FY 2003	Year 3 FY 2004	Year 4 FY 2005	Year 5 FY 2006	Year 6 FY 2007	6 Years Budget	Total Budget
a. Design	0	0	0	500	750	750	0	0	0	2,000	2,000
b. Site	0	0	0	750	0	0	0	0	0	750	750
c. Project Mngmnt	0	0	0	0	0	0	0	0	0	00	
d. Construction	0	0	0	0	0	0	0	0	0	0	0
e. Equipment	0	0	0	1,000	2,000	2,000	0	0	0	5,000	5,000
Total	0	0	0	2,250	2,750	2,750	0	0	0	7,750	7,750
	FUNDING SCHEDULE										
a. Long Term Financing	0	0	0	2,250	2,750	2,750	0	0	0	7,750	7,750
b. Tobacco Securitization	0	0	0	0	0	0	0	0	0	0	0
c. Grants	0	0	0	0	0	0	0	0	0	0	0
d. Pay Go	0	0	0	0	0	0	0	0	0	0	0
e. Hwy Trust Fund	0	0	0	0	0	0	0	0	0	0	0
f. Equipment Lease	0	0	0	0	0	0	0	0	0	0	0
g. Alternative Financing	0	0	0	0	0	0	0	0	0	0	0
h. Other	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	2,250	2,750	2,750	0	0	0	7,750	7,750

standards and qualifications. DCRA initiates legal action against businesses and individuals who violate District laws, and works to prevent the occurrence of illegal, deceptive and unfair trade practices through education and public awareness programs.

Funding Summary

Local

The proposed local budget is \$26,203,097, a net increase of \$975,581 over the FY 2001 approved budget. This increase is a combination of a \$987,612 decrease in personal services offset by an increase of \$1,963,193 in nonpersonal services. The increase in funding will support placing DCRA forms and regulations online and computerizing permit and license records. There are 371 FTEs supported by local sources, a reduction of 26 FTEs from FY 2001. The decrease is based on the FY 2001 cost-saving initiatives resulting in no funding required in FY 2002. The FY 2002 budget

includes a \$45,751 decrease in fixed costs for management reform savings. Refer to the FY 2002 Operating Appendices (bound separately) for details.

Federal

There are no proposed Federal funds, a decrease of \$75,149 in budget authority from FY 2001. This reflects federal grant funds anticipated in FY 2001 that will not be received in FY 2002.

Other

The proposed Other revenue budget is \$2,402,300, an increase of \$1,192,400 over the FY 2001 approved budget. Of this increase, \$290,971 is in personal services and \$901,429 is in nonpersonal services. The increase in funding is to address workloads associated with examinations for professional licenses. There are 5 FTEs supported by Other funds, a decrease of 1 FTE from FY 2001 due to agency cost-saving initiatives.

Intra-District

The proposed intra-district budget is \$500,000, a decrease of 1,000,000 from the FY 2001 approved budget. The decrease is the result of an anticipated reduction in funds from the Justice Grants Administration. No FTEs are supported by intra-District sources.

Capital Improvements

The Capital Improvement Program for the Department of Consumer and Regulatory Affairs (DCRA) will continue operations associated with nuisance abatement of abandoned properties that create hazards to health and human safety. Under the guidance of BSED, DCRA's capital improvement program is designed to complement the agency's mission of regulating business activities, occupational and professional services, land and building use, and condominium conversion for rental housing. The proposed budget for FY 2002 is \$2,250,000 and \$7,750,000 for FY 2002-FY 2007 (table CR0-3). The agency will receive funding to establish a real property database. This state-of-the-art system will enhance the accuracy of property records, and improve record retrieval time. It will also standardize and coordinate real property information to provide land, structural, and mineral data. Refer to the FY 2002 Capital Appendices (bound separately) for details.

Trend Data

Table CR0-4 and figure CR0-2 show the expenditure and employment histories for FY 1998 – FY 2002.

Agency Goals and Performance Measures

Goal 1. Maintain an efficient and effective system for issuing building and occupancy permits.

Citywide Strategic Priority Area: Making government work

Manager: Theresa Lewis, Acting Administrator,
Building & Land

Supervisor: David A. Clark, Acting Director

Measure 1.1: Percent of complex building plans reviewed within 30 days

	1999	2000	Fiscal Year		
			2001	2002	2003
Target	79.1	95.0	90.0	95.0	97.0
Actual	95.0	85.0	-	-	-

Measure 1.2: Average process time for non-complex building plans (minutes)

	1999	2000	Fiscal Year		
			2001	2002	2003
Target	N/A	N/A	45	35	30
Actual	N/A	56	-	-	-

Measure 1.3: Average processing time for interior demolition permits (minutes)

	1999	2000	Fiscal Year		
			2001	2002	2003
Target	N/A	N/A	20	20	20
Actual	N/A	20	-	-	-

Measure 1.4: Percent of electrical inspections processed within 48 hours

	1999	2000	Fiscal Year		
			2001	2002	2003
Target	N/A	90	95	95	95
Actual	N/A	92	-	-	-

Goal 2. Develop a streamlined and enhanced process to issue professional licenses.

Citywide Strategic Priority Areas: Promoting economic development; Making government work

Manager: Winnie Huston, Administrator,
Business Regulations

Supervisor: David A. Clark, Acting Director

Measure 2.1: Percent of occupational and professional license renewals processed within four days

	1999	2000	Fiscal Year		
			2001	2002	2003
Target	N/A	75	75	80	85
Actual	70	70	-	-	-

Table CR0-4

FY 2002 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

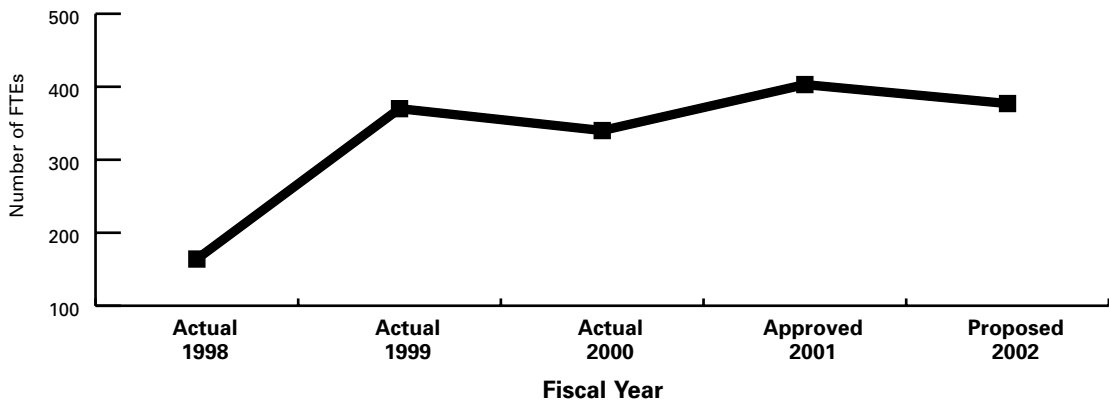
Department of Consumer and Regulatory Affairs

	Actual FY 1998	Actual FY 1999	Actual FY 2000	Approved FY 2001	Proposed FY 2002
Local	3,841	22,186	25,172	25,228	26,203
Federal	7,057	1,945	363	75	0
Private	0	0	44	0	0
Other	245	2,751	1,127	1,210	2,402
Intra-District	0	910	910	1,500	500
Gross Funds	11,144	27,793	27,616	28,013	29,105

Figure CR0-2

DCRA Employment Levels, FY 1998–Proposed FY 2002

(gross FTEs)



Goal 3. Streamline inspection processes and eliminate duplicative and sequential inspections.

Citywide Strategic Priority Areas: Building and sustaining healthy neighborhoods; Making government work

Manager: Winnie Huston, Administrator, Business Regulations

Supervisor: David A. Clark, Acting Director

Measure 3.1: Percent of complaints of sub-standard housing responded to within three days

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	N/A	85	90	95	95
Actual	70	100	-	-	-

Measure 3.2: Average number of inspections per inspector per day

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	8	12	12	12	TBD
Actual	8	9	-	-	-

Goal 4. Identify troubled housing units as candidates for nuisance property abatement.

Citywide Strategic Priority Area: Making government work

Manager: James Aldridge, Administrator, Housing Regulation Administration

Supervisor: David A. Clark, Acting Director

Measure 4.1: Number of nuisance properties cleaned and abated

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	1,000	1,000+	1,500	1,750	TBD
Actual	679	1,352	-	-	-

Goal 5. Increase agency services available over the Internet.

Citywide Strategic Priority Area: Making government work

Manager: Theresa Lewis, Deputy Director, Operations

Supervisor: David A. Clark, Acting Director

Measure 5.1: Percent of trade name registrations processed over DCRA web site

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	N/A	N/A	N/A	50	75
Actual	N/A	N/A	-	-	-

Note: Percent of trade name registration service to be launched in the third quarter of FY 2001. The agency processes nearly 30,000 paper registrations per year.